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Services to Students with Visual Disabilities

Ohio Resource Center
for Low Incidence
and Severely Handicapped

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131(voice)
614/262-1070 (TDD/fax)

4/92

OHIO
RESOURCE
CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

Serving children with hearing, multiple, orthopedic, and visual disabilities

TO: Materials Requestor

FROM: John T. Johnson, Consultant JTJ

RE: Services to Students with Visual Disabilities

DATE: 10/13/93

Thank you for requesting information on materials for students with visual disabilities. The enclosed manual describes the Ohio Resource Center for Low Incidence and Severely Handicapped (ORCLISH) services to students with visual disabilities. Requests for materials from ORCLISH must be submitted by school personnel.

Enclosure

Introduction

The Ohio Resource Center for Low Incidence and Severely Handicapped (ORCLISH) offers a variety of services to parents and educators of students with hearing, multiple, orthopedic, or visual disabilities. ORCLISH is part of a large service delivery system serving persons with visual disabilities (see Appendix IV-25 through IV-28). The following pages will clarify ORCLISH's role in providing large type and braille textbooks, instructional aids, and specialized equipment to students with visual disabilities in Ohio.

Registration of a student is key to the number of materials provided. At the direction of the Ohio Department of Education, Division of Special Education, ORCLISH conducts the Federal Quota Registration in Ohio. Each registered student generates an allocation of Federal Quota funds in Ohio's account at the American Printing House for the Blind (APH). To be registered, a student must be legally blind and the student's school district or agency of attendance must correctly submit the student's name during the Federal Quota Registration (see Appendix IV-7 through IV-12).

ORCLISH uses Federal Quota funds to order large type and braille textbooks, instructional aids, and specialized equipment from APH for loan to registered students. Federal Quota funds are limited and are not intended to meet all the instructional needs of students with visual disabilities. Trained personnel must decide which materials are most appropriate for the student, then request the materials from ORCLISH. Alternate funding and sources for materials should also be considered.

Students who are not registered are eligible to borrow materials from the ORCLISH inventory, which is made up of previously loaned materials. When materials are not in the ORCLISH inventory, ORCLISH will assist the requestor in locating sources of large type and braille textbooks.

This manual explains how to access ORCLISH services and the steps ORCLISH follows to locate and loan large type and braille textbooks, instructional aids, and specialized equipment for registered and nonregistered students. Due to the high cost of materials, limited funds, and staff resources, ORCLISH will continue to review and prioritize, when needed, the delivery of these services.

Table of Contents

Section I - ORCLISH

ORCLISH I-1
Services to Parents and Educators I-2

Section II - SERVICES TO STUDENTS WITH VISUAL DISABILITIES

Overview of Services to Students with Visual Disabilities II-1
Sources of Materials II-2
Special Considerations II-3
Completing Materials Request Forms II-4
Materials Request Form Notes II-5
Materials Request Sample Forms II-6
Return of Loaned Materials and Equipment II-8
ORCLISH Recordkeeping II-9
Equipment Repair II-10

Section III - FEDERAL QUOTA

Federal Quota Allocation III-1
Guidelines for Expenditure of Federal Quota Funds III-3
Registering a Student for Federal Quota Funds III-5

Section IV - APPENDIX

Glossary IV-1
Special Education Regional Resource Center Services and Directory IV-3
Federal Quota Registration IV-7
Ohio's Federal Quota Allocation IV-13
Materials Request Forms IV-15
APH Central Catalog IV-19
Early Start IV-21
Battery Recharging IV-23
Directory of Services to Students with Visual Disabilities IV-25
Volunteer Braillists IV-29

I

ORCLISH

The Ohio Resource Center for Low Incidence and Severely Handicapped (ORCLISH) is a statewide project designed to assist school districts with the special needs of children and youth with low incidence and severe disabilities. Funded by the Ohio Department of Education, Division of Special Education, ORCLISH is part of Ohio's Special Education Regional Resource Center (SERRC) network (see Appendix IV-3 through IV-5).

ORCLISH serves parents, educators, and other persons working with children and youth with:

* hearing disabilities
* multiple disabilities
* orthopedic disabilities
* visual disabilities

I-2 Services to Parents and Educators

Through the SERRC network, ORCLISH supports and encourages efforts to use technology in ways that increase the learning and employment opportunities for children and youth with hearing, multiple, orthopedic, or visual disabilities. For this purpose, ORCLISH provides the following services.

MATERIALS AND EQUIPMENT LOAN

* Audiovisual Programs
  - variety of formats
    - 16mm films
    - videocassettes
    - slides/audiocassettes
    - filmstrips
  - free United Parcel Service delivery and pickup

* Assistive Technology for Evaluation
  - loaned through SERRC
  - SERRC supervised evaluation
  - types of equipment
    - augmentative communication devices
    - auditory trainers
    - closed circuit televisions

* Materials for Students with Visual Disabilities
  - school districts assisted in locating large type and braille textbooks, instructional aids, and specialized materials
  - materials purchased with Federal Quota funds and loaned to registered students
  - materials recirculated from ORCLISH inventory

AGENCY AND ORGANIZATION COLLABORATION

* Augmentative Communication Problem Solving Consortium
* Ohio Department of Education
* Ohio Rehabilitation Services Commission

TECHNICAL ASSISTANCE

* Computer-based Information Networks and Databases

SERRC ACTIVITIES SUPPORT

* Information Packets
* Regional Pilot Studies
* Support of Regional Task Forces
* Technical Assistance
* Technology Training

INSERVICE AND CONSULTANTS

* Assistive Technology
* Cooperative ORCLISH/SERRC Technology Training and Consultation

II

SERVICES TO STUDENTS WITH VISUAL DISABILITIES

As administrator of Federal Quota funds, ORCLISH orders large type and braille textbooks, instructional aids, and specialized equipment from the American Printing House for the Blind (APH) for registered students. These materials are loaned and when returned, are recirculated to any student with a visual disability. If ORCLISH cannot provide the requested materials, ORCLISH will assist the requestor in locating them.

ORCLISH'S ROLE

* administer Federal Quota funds
* assist school districts by providing and locating large type and braille textbooks, instructional aids, and specialized equipment
* maintain inventory of recirculating materials
* recirculate materials from inventory

ELIGIBILITY FOR SERVICES

* students who are legally blind and listed in the Federal Quota Registration (see Appendix IV-7 through IV-12)
* students with visual disabilities who are not listed in the Federal Quota Registration (see Appendix IV-7 through IV-12)
* students who meet the federal definition of blindness used for the Federal Quota Registration: "central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees"

PLEASE NOTE

ORCLISH encourages school districts to explore alternatives to large type and braille textbooks including low vision aids and taped materials when appropriate for the student.

ORCLISH will provide information on alternate sources when possible.

Due to limited funding, ORCLISH cannot provide all the materials and equipment needed by students with visual disabilities (see Appendix IV-13 and IV-14).

II-2 Sources of Materials

ORCLISH will look in several places to locate requested materials. The type of materials available and the places where ORCLISH looks for these materials are listed below. The number of items provided depends on the registration status of the student. The primary difference in service for registered students and nonregistered students is that Federal Quota funds are used to order new materials for registered students, but not for nonregistered students.

Material Type	Where ORCLISH Looks for Materials
Braille Textbooks	* ORCLISH inventory * American Printing House for the Blind (APH) Central Catalog * APH-Central Automated Resource List (APH-CARL)
Large Type Textbooks	* ORCLISH inventory * APH Central Catalog * APH-Central Automated Resource List (APH-CARL)
Instructional Aids	* APH Instructional Aids, Tools, and Supplies catalog
Specialized Equipment	* ORCLISH inventory * APH Instructional Aids, Tools, and Supplies catalog

PLEASE NOTE

ORCLISH uses Federal Quota funds to order items from APH for registered students. ORCLISH also uses Federal Quota funds to order braille textbooks and Perkins Braillers for students who need them.

If ORCLISH cannot provide requested materials, sources for the materials, if available, will be provided. The materials may be available for purchase, loan, paper exchange, or disk exchange from APH or other suppliers.

TIMELINE

* requests are processed in order received; requests for braille are processed first
* locating materials can be a lengthy process
* delivery of requested materials may take 4 to 6 months, depending on the source and availability of the materials
* submit non-braille materials requests for the new school year after the annual Federal Quota Registration is complete on March 15; requests for braille will be processed at any time
* submit all materials requests for the next school year before the summer vacation

AMERICAN PRINTING HOUSE FOR THE BLIND (APH) CATALOGS

* APH Central Catalog will be provided to requestors by ORCLISH
* APH will provide the APH Instructional Aids, Tools, and Supplies catalog, the Large Type Publications catalog, Early Start brochure, and catalog supplements; ORCLISH annually sends APH a list of requestors so APH can update its mailing list

COMPUTERS

* software, hardware, and peripherals may be ordered from APH for registered students with ORCLISH coordinator approval

LIMITED RESOURCES

* multiply the number of registered students by the current allocation per student to determine the approximate money available to the district in Ohio's account at APH (see Appendix IV-13 and IV-14)
* more expensive aids may be ordered if the school district or agency has enough registered students to cover the cost of the item
* sharing is encouraged whenever possible

RESPONSIBILITY

* requestors are responsible for the materials requested, no matter to whom the materials are shipped
* materials are shipped throughout the summer; requestors need to make arrangements with the U.S. Postal Service to specify where and when to deliver materials

II-4 Completing Materials Request Forms

Given the considerable time often needed to locate and deliver materials, requests should be submitted to ORCLISH as soon as possible. ORCLISH processes written materials requests as they arrive. Materials requests cannot be taken over the telephone.

Requests must be made on one of two forms:

1. MATERIALS REQUEST - 1 STUDENT/MULTIPLE TITLES (see sample on page II-6 or Appendix IV-15)
2. MATERIALS REQUEST - 1 TITLE/MULTIPLE STUDENTS (see sample on page II-7 or Appendix IV-17)

GENERAL INSTRUCTIONS

* use ORCLISH MATERIALS REQUEST forms; do not use copies; each form has a preprinted request number
* double check: information should be correct and the form filled out completely; often requests have to be returned due to incomplete information
* draw a slash through any section when information is not available or applicable
* shaded areas on the MATERIALS REQUEST forms are for ORCLISH use only
* keep the yellow copy
* do not duplicate requests
* do not re-request a back-ordered item

BASIC REQUEST PROCESS

1. requestor completes and submits a MATERIALS REQUEST form
2. depending on the student's registration status, ORCLISH may order materials from the American Printing House for the Blind, loan materials from the ORCLISH inventory, or provide possible alternative sources
3. requestors will be notified of the action taken on the request

PLEASE NOTE

MATERIALS REQUEST forms which cannot be processed because of inaccurate or incomplete information will be returned to the requestor.

The MATERIALS REQUEST form should be as complete as possible. Complete the following checklist prior to submitting a materials request. Refer to the sample forms on pages II-6 and II-7 for correctly completing the MATERIALS REQUEST form. The items in the checklist correspond to the numbers on the samples.

1. ___ the requestor is the person responsible for the materials

2. ___ include a summer phone if appropriate for the time of year

3. ___ check the box if the ship-to name and facility are exactly the same as the requestor information; otherwise provide the shipping information

4. ___ provide the proper legal name: if a student is registered for Federal Quota funds, use the name under which the student was registered by the school district (i.e. if Randy Green was registered as Randi Greene; use Randi Greene)

5. ___ check the boxes and indicate the quantity if more request forms or ORCLISH pre-addressed cards are needed

6. ___ check one box to indicate the format of the materials

7. ___ provide the complete title, publisher, and copyright when requesting a textbook or the correct item name when requesting aids or equipment; one item per title/item section (a textbook and workbook are two items)

8. ___ provide the correct American Printing House for the Blind (APH) catalog number from the APH Central Catalog or other APH catalogs (see Appendix IV-19)

9. ___ provide the correct APH Central Catalog/CARL Access number (see Appendix IV-19)

10. ___ provide the International Standard Book Number (ISBN) that is located on the copyright page of the textbook

PLEASE NOTE

When completing the MATERIALS REQUEST - 1 TITLE/ MULTIPLE STUDENTS form, indicate the total number of copies of the title/item needed (see item 11 on page II-7).

MATERIALS REQUEST
1 STUDENT/MULTIPLE TITLES

Request # 22222
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor (1)
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ - _____
Phone ( ) _____ Summer Phone (if different) ( ) _____ (2)

Ship-To (3) ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ - _____

Student
Name (4) _____
Facility _____
District _____
County _____ Social Security # ____ - ___ - ____

(5)
❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

1 (6) ❑ Braille ❑ Large Type ❑ Instructional Aid ❑ Early Start ❑ Other _____
Title/Item (7) _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – (8) _____
APH Central Catalog/CARL Access # (9) _____
ISBN# (10) _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

2 ❑ Braille ❑ Large Type ❑ Instructional Aid ❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____
Author(s) _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

3 ❑ Braille ❑ Large Type ❑ Instructional Aid ❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

SAMPLE

MATERIALS REQUEST
1 TITLE/MULTIPLE STUDENTS

Request # 22222
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED
470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor (1)
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ - _____
Phone ( ) _____ Summer Phone (if different) ( ) (2) _____

Ship-To (3) ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ - _____

(6) ❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____

Title/Item (7) _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – (8) _____
APH Central Catalog/CARL Access # (9) _____
ISBN# (10) _____

Number of copies of title/item needed? (11) _____

(5) ❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

ORCLISH USE ONLY
Match _____
Tape _____
Alternates _____

Student 1
Name (4) _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 2
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 3
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 4
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 5
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 6
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

SAMPLE

SEND ORIGINAL TO ORCLISH/KEEP COPY

II-8 Return of Loaned Materials and Equipment

ORCLISH inventory consists of items ordered with Federal Quota funds and returned when the student is finished with them. Returning complete materials enables other students with visual disabilities to borrow materials. Use the following suggestions when returning materials.

MATERIALS TO RETURN

* return all large type and braille textbooks, audiocassette recorder/players, audiocassette players, braillers, and other specialized equipment when the student is finished using them
* return entire sets of materials; partial materials cannot be recirculated

SHIPPING

* return braillers, audiocassette recorder/players, audiocassette players, and other specialized equipment to ORCLISH in the original packaging or pack equipment with care to prevent damage; if small packing chips are used, cover the equipment first
* return all large type and braille textbooks in sturdy boxes and securely tape the boxes; when a title must be divided into several boxes, clearly mark the boxes (ie: box 1 of 3, box 2 of 3, and box 3 of 3)
* return the Item-On-Loan form to aid ORCLISH in clearing the student's account or include the name of the student who used the materials
* for better handling, provide the requestor's return address on the outside of the box
* materials shipped directly to the requestor from the American Printing House for the Blind (APH) should be returned to ORCLISH
* return materials through the U.S. Postal Service labeled "Free Matter for the Blind"; there is no charge for postage
* return materials before the summer break if they will not be used during the new school year

PLEASE NOTE

Returned materials can be recirculated, however, do not return materials which cannot be reused, such as kits with missing parts or used workbooks.

INFORMATION CHANGES

* inform ORCLISH when a facility has a new name or address
* inform ORCLISH when a requestor changes; ORCLISH will transfer all requests to the new requestor
* upon written request, ORCLISH will send a listing of all materials currently on loan to a requestor, including which students have the items and where the items were shipped

TRANSFER MATERIALS

* notify ORCLISH in writing if the materials will be transferred to another student
* send the Item-On-Loan form, if available, with new information

Perkins Braillers, GE Audiocassette Recorder/Players, and Handi-Cassette Players which have been requested from ORCLISH may be repaired at the American Printing House for the Blind (APH) or by volunteers.

PERKINS BRAILLERS AND GE AUDIOCASSETTE RECORDER/PLAYERS

UNDER WARRANTY

* equipment is warranted for 12 months from the date of shipment from APH
* newer braillers will have the warranty expiration date marked on the bottom panel
* send items under warranty that need repair to APH at the address on page II-11
* APH will notify ORCLISH upon receipt of the equipment
* equipment will be repaired and returned to the requestor

NOT UNDER WARRANTY

* send either of these items to Joe Waldeck at the address on page II-11
* send only braillers to Mel Streng at the address on page II-11
* volunteers will notify ORCLISH of the repairs made
* equipment will be repaired and returned to the requestor

HANDI-CASSETTE PLAYERS

* send Handi-Cassette Players to APH for repair, whether under warranty or not
* APH will notify ORCLISH upon receipt of the equipment
* equipment will be repaired and returned to the requestor

SHIPPING

* send all equipment "Free Matter for the Blind"
* cover the equipment or place it in a plastic bag if using packing chips; the small pieces may cause damage to the equipment
* include a detailed description of the problem
* provide a return address, preferably on a label
* volunteers provide the labor for repairs and ORCLISH pays for parts

PERKINS BRAILLERS AND GE AUDIOCASSETTE RECORDER/PLAYERS UNDER WARRANTY AND ALL HANDI-CASSETTE PLAYERS

American Printing House
for the Blind (APH)
1839 Frankfort Ave
Box 6085
Louisville KY 40206
502/895-2405
800/223-1839

PERKINS BRAILLERS AND GE AUDIOCASSETTE RECORDER/PLAYERS NOT UNDER WARRANTY

Joe Waldeck
5910 Forestview Dr
Columbus OH 43213
614/866-5001

PERKINS BRAILLERS NOT UNDER WARRANTY

Mel Streng
3748 Eyrich Rd
Cincinnati OH 45248
513/574-8111

PLEASE NOTE

If you are not sure of the warranty status, contact ORCLISH before sending equipment for repair.

Often the GE Audiocassette Recorder/Player malfunctions due to a low battery charge; see Appendix IV-23 for recharging procedures.

If the equipment needs repair, but is no longer needed by the student, send equipment to APH or a volunteer, and indicate that the repaired equipment should be returned to ORCLISH.

III

FEDERAL QUOTA

At the direction of the Ohio Department of Education, Division of Special Education, ORCLISH conducts the Federal Quota Registration and administers Ohio's Federal Quota allocation (see Appendix IV-7 through IV-14). These funds are based on the number of legally blind students registered and are used to order large type and braille textbooks, instructional aids, and specialized equipment from the American Printing House for the Blind (APH) for registered students.

FEDERAL DEFINITION OF BLINDNESS

* "central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees"

FEDERAL ALLOCATION

* awarded annually from the federal government to APH for the production of materials and equipment for students who are functioning below college level and who are legally blind

AMERICAN PRINTING HOUSE FOR THE BLIND (APH)

* private, nonprofit, independent institution devoted solely to the publication of materials and production of equipment for persons who are visually disabled

ALLOCATION AMOUNT

* since 1962, the amount of appropriation has been based on the results of the Federal Quota Registration of students (see Appendix IV-13 and IV-14)
* Federal Quota Registration is conducted throughout the United States by APH in cooperation with the State Departments of Education (See Appendix IV-7 through IV-12)

OHIO'S ALLOCATION

* each October an amount of money (the Federal Quota allotment) is credited to Ohio at the American Printing House for the Blind (APH)
* the number of Ohio's students who are legally blind and who are registered in the current Federal Quota Registration determines Ohio's allocation (see Appendix IV-13 and IV-14)
* Ohio maintains separate Federal Quota accounts for public and private schools as required by law
* funds remain at APH for expenditure

ORCLISH'S ROLE

* receives registration forms from school districts and compiles Student Registration System (SRS) data
* supplies MATERIALS REQUEST forms to school districts and agencies
* completes Federal Quota order forms and sends them to APH
* notifies requestors of action taken on the request
* provides APH Central catalogs to requestors
* provides names of requestors to APH to update its catalog mailing list
* manages the expenditure of Federal Quota funds

OWNERSHIP

* materials are the property of the State of Ohio
* materials should be returned to ORCLISH when a student no longer has a use for them so they can be loaned to other students

PLEASE NOTE

It is very important to register all students who are legally blind so that Ohio will have access to all the monies to which it is entitled.

Due to diminishing per pupil allotment and rising material costs, it is necessary to set priorities and guidelines for spending Federal Quota funds. A statewide Federal Quota Committee has made recommendations for priority materials and meets periodically to review the guidelines and priorities.

The guidelines include: encouraging students to use other instructional formats, such as tapes and low vision aids, to best prepare them for job and post secondary experiences; limiting materials ordered for individuals to the current allocation per student; and recognizing that Federal Quota funds are not the only source of funding.

The materials listed below, when available, may be ordered by ORCLISH from the American Printing House for the Blind (APH) with Federal Quota funds for registered students.

PRIORITY MATERIALS

* large type and braille textbooks for elementary students
* braille mathematics and science textbooks for high school students
* braillers: one at home and one in school
* audiocassette recorder/players and audiocassette players: one at home and one in school
  - note: audiocassette players may be borrowed from the Talking Book Program (see Appendix IV-25 through IV-28)
* measurement aids
* tactile aids such as maps and globes
* large type and braille music

LOWER PRIORITY MATERIALS
(ordered if funds are available)

* large type textbooks for high school students
* expensive materials such as dictionaries, computer hardware and software, APH Light Box, Bright Sights: Learning to See, and Sensory Stimulation Kit
* large type vocational materials

MATERIALS NOT PROVIDED

* reading stands
* Girl Scout and Boy Scout aids
* items not academically oriented

PLEASE NOTE

The previous recommendations are not all inclusive.

Materials and special equipment may not be provided for teachers or volunteer transcribers, with the exception of braille instruction books for teachers and braille paper for volunteer transcribers.

Braille paper will be provided to a materials source when a paper exchange has been arranged by the requestor.

Registration is required annually for a student to be eligible for Federal Quota funds which are used to order materials from the American Printing House for the Blind. ORCLISH does not have additional funds to purchase materials for students who are not registered.

Each December, the Ohio Department of Education, Division of Special Education, mails a survey (see Appendix IV-7 through IV-12) to superintendents to explain the need for registration. Registration forms are provided. School districts list every student who is legally blind and attending the school district as of the first Monday in January. The school districts send the completed forms to ORCLISH by the last Monday in January. For a student to be registered and eligible for Federal Quota funds, the student's name, correct required codes, and other necessary information must be on the survey. This registration occurs only once a year.

The following describes eligibility requirements and other important information regarding registration.

ELIGIBILITY

* student must meet the federal definition of blindness: "central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees"
* student must be registered by the district/agency of attendance
* student must be enrolled in a formally organized public or private, nonprofit educational program of less than college level
* adult students in educational programs but not enrolled in grade 12 or below must have a written individual education plan or other written education plan and be enrolled in and attend, on a regular basis, an instructional program of at least 20 hours of instruction per week
* infants, preschool children, and homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan

DOCUMENTATION

* a written education plan and the current eye specialist's report must be on file in the district/agency for each registered student
* do not submit these documents to ORCLISH (existence of these records is verified by the superintendent's signature on the completed survey)
* documents must be made available in the event of an audit requiring evidence of the student's educational program or acuity

PLEASE NOTE

If uncertain, check with the superintendent's office to be sure a student is registered.

Surveys with incorrect codes will be returned for corrections.

Surveys must be submitted even if there are no students who are legally blind enrolled. Mark "No Legally Blind Students" on the survey.

IV

APPENDIX

American Printing House for the Blind (APH) - independent, nonprofit publishing house devoted solely to producing materials for persons with visual disabilities; designated by federal law to administer provision of special educational materials not available on a commercial basis

APH Catalog number - an identifying number assigned to each item in the APH Instructional Aids, Tools, and Supplies catalog, the APH Large Type Publications catalog, the APH Catalog of Braille Publications, the APH Early Start brochure, the APH Central Catalog, or any supplements to these catalogs

APH-Central Automated Resource List (APH-CARL) - electronic database providing information on sources for braille, large type, and recorded textbooks

APH Central Catalog - print copy of data in APH-CARL providing information on sources for braille, large type, and recorded textbooks

APH Central Catalog/CARL Access number - a six digit number assigned to each textbook listed in the APH Central Catalog and the APH Central Automated Resource List (APH-CARL)

brailon - plastic paper used to produce copies of braille books

disk exchange - the transfer and duplication of large type and braille textbooks prepared and stored on computer disks

Federal Quota Registration - annual census of students who are legally blind and enrolled in educational programs of less than college level; generates the data for apportioning the Federal Quota funds on a per capita basis among the states

ISBN Number (International Standard Book Number) - a ten digit identifying code, usually found on the copyright page of a book

legally blind - meeting the federal definition for blindness: "central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees"

materials source - a commercial company or volunteer agency that provides books in large type, braille, and recorded formats, for purchase, loan, paper exchange, or disk exchange

nonregistered student - a student with a visual disability and not listed in the Federal Quota Registration

ORCLISH - Ohio Resource Center for Low Incidence and Severely Handicapped; funded by the Ohio Department of Education, Division of Special Education to provide services to parents and educators of children and youth with low incidence and severe disabilities

paper exchange - duplication of braille textbooks, in exchange for brailon or computer paper

registered student - a student who meets the federal definition of blindness, is enrolled in a formally organized public or private, nonprofit educational program of less than college level, and is listed in the Federal Quota Registration

requestor - an educator or other school support personnel who serves students with visual disabilities and is responsible for materials loaned through ORCLISH

Student Registration System (SRS) - computer program to record and report Federal Quota Registration data to APH

The Special Education Regional Resource Center (SERRC) serves as the organizational structure for multidistrict special education planning and service delivery. Ohio's sixteen SERRCs are designed to initiate, expand, and improve special education programs and services for children and youth with disabilities and their parents. The services provided by the SERRCs include:

* identification and program development
* educational assessment
* instructional resources
* inservice
* information dissemination

The SERRCs are funded through the Ohio Department of Education, Division of Special Education, with monies provided through the Individuals with Disabilities Education Act.

Identification and Program Development Project (IPD)

Assistance is provided to participating school districts in the development, implementation, and operation of an effective regional identification system and child find strategies as required by Rules for the Education of Handicapped Children. This project also assists in the development of programs for children identified as disabled.

Educational Assessment Project (EAP)

This project assists school districts in the assessment of and planning for children suspected of having multiple and/or severe disabilities.

Instructional Resource Center (IRC)

The Instructional Resource Center project maintains a collection of instructional materials, equipment, and professional literature regarding the education of children with disabilities; these materials are circulated for review and training purposes. The IRC also disseminates relevant information to persons working with children with disabilities and provides training designed to improve the quality of education for these children.

Early Childhood Services Project (ECS)

The Early Childhood Services Project is a combined statewide and regional project funded by the Ohio Department of Education, Division of Early Childhood Education, that provides services to school districts, parents, support personnel, and other agency personnel interested in working with children ages 3-5 who have special needs.

SERRC/SPECIAL EDUCATION REGIONAL RESOURCE CENTERS

1—NORTHWEST OHIO
2—NORTHERN OHIO
3—CUYAHOGA
4—EAST SHORE
5—NORTH EAST OHIO
6—WEST CENTRAL
7—NORTH CENTRAL
8—MID EASTERN OHIO
9—LINCOLN WAY
10—MIAMI VALLEY
11—CENTRAL OHIO
12—EAST CENTRAL
13—SOUTHWESTERN OHIO
14—HOPEWELL
15—PILASCO-ROSS
16—SOUTHEASTERN OHIO

*OHIO RESOURCE CENTER FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

SPECIAL EDUCATION REGIONAL RESOURCE CENTERS (SERRCS)

SERRC	ADDRESS	TELEPHONE	IPD COORDINATOR	EAP COORDINATOR	IRC COORDINATOR	ECS COORDINATOR
CENTRAL OHIO	470 Glenmont Ave Columbus OH 43214-3292	(614) 262-4545 fax (614) 262-1070	Sam Geldis	Sandy Anthony	DOROTHY GOLDSMITH JANSMA	Rhonda Dickson
CUYAHOGA	14605 Granger Rd Maple Heights OH 44137	(216) 587-5960 fax (216) 587-5356	EDWARD FOX	Cathy Telzrow	Sally Pisarchick	Willa Walker
EAST CENTRAL	152 Second St NE New Philadelphia OH 44663	(216) 343-3355 fax (216) 343-3357	ROBERT TALARICO	Peter Tolan	James Martinek	Catherine Oriole
EAST SHORE	7900 Euclid-Chardon Rd Kirtland OH 44094	(216) 256-8483 fax (216) 256-0404	ROBERT STOJETZ	Miriam Farrow	Michael Cosmo	Karen Wolf
HOPEWELL	5799 W New Market Rd Hillsboro OH 45133	(513) 393-1904 fax (513) 393-4739	JOHN GOSSETT	Margaret Roush	Douglas Rudolph	Lisa Barnhouse
LINCOLN WAY	1450 W Main St Louisville OH 44641	(216) 875-2423 (800) 362-6514 fax (216) 875-7621	LOUISE SPENCE	Susan Caswell	Joyce Davies	Diane Wells
MIAMI VALLEY	1831 Harshman Rd Dayton OH 45424	(513) 236-9965 fax (513) 233-0161	DONALD H SHEER	P J Arndts	Robert Rahamin	Deborah Pack
MID-EASTERN OHIO	2226 23rd St Cuyahoga Falls OH 44223	(216) 929-6634 (800) 228-5715 fax (216) 920-3645	CHARLES BANEVICH	Cathy Leighton	Beth May	JoAnn Ireland
NORTHCENTRAL OHIO	2200 Bedford Ave Mansfield OH 44906	(419) 747-4808 (800) 424-7372 fax (419) 747-3806	Paul McMillan	ROGER BLOOMFIELD	Valerie Wales	Susan Miller
NORTH EAST OHIO	409 Harmon St NW Warren OH 44483	(216) 394-0310 fax (216) 395-2462	JEFFREY LAWSON	Marilyn Thompson	Jeanne Broda	Linda Weber
NORTHERN OHIO	218 N Pleasant Room 100 Oberlin OH 44074	(216) 775-2786 fax (216) 775-3713	DALE DEGIROLAMO	Kay Van Niel	James Chapple	Jan Schueler
NORTHWEST OHIO	10142 Dowling Rd RR 2 Bowling Green OH 43402	(419) 833-6771 fax (419) 833-6761	Sue Zake	Roberta Chevalier	EDWARD TALARICO	Deborah Goodwin
PILASCO-ROSS	411 Court St Portsmouth OH 45662	(614) 354-4526 fax (614) 353-2980	GARY DUTEY	Lizabethe Mayo	Don Washburn	Barbara Ensor
SOUTHEASTERN OHIO	507 Richland Ave Athens OH 45701	(614) 594-4235 (800) 882-6186	DAVID ROACH	David G Gustafson	Nick Weiland	Deirdre Dransfield
SOUTHWESTERN OHIO	1301 Bonnell 3rd Floor Suite Cincinnati OH 45215	(513) 563-0354 fax (513) 563-0588	BRUCE KRAMER	Dianna Muennich	David Braukman	Gretchen Estreicher
WEST CENTRAL OHIO	616 N Dixie Hwy Wapakoneta OH 45895	(419) 738-9224 (800) 686-2945 fax (419) 738-9199	JAMES ZERKLE	Mary Link	Barbara Winzenried	Marlene Graf

Note: Names of SERRC Directors are capitalized.

TED SANDERS
SUPERINTENDENT OF
PUBLIC INSTRUCTION

STATE OF OHIO
DEPARTMENT OF EDUCATION
COLUMBUS
43266-0308

Decade of
EDUCATIONAL
PROGRESS
1990 ★ 2000

FRANK E. NEW
DIRECTOR
Division of Special Education
933 High Street
Worthington 43085-4087
(614) 466-2650

FYI

TO: City, County, Exempted Village, Local, and Joint Vocational School Districts, County Boards of Mental Retardation and Developmental Disabilities, State Institutions, and Nonpublic School Superintendents

FROM: Joseph H. Todd, Assistant Director JHT
Program Operation

RE: Federal Quota Registration of Blind Students

DATE: December 16, 1991

The Division of Special Education is conducting the Federal Quota Registration of Blind Students to qualify for the federal quota allotment of funds to purchase textbooks, materials, and equipment available from the American Printing House for the Blind (APH). The allocation is administered by the Ohio Resource Center for Low Incidence and Severely Handicapped (ORCLISH) in cooperation with the Division of Special Education and is based on the number of reported Ohio students who are legally blind. This annual quota allocation is used to help meet the specialized instructional needs of students who are legally blind.

PROCEDURE

Please use the enclosed form to list EVERY CHILD WHO IS LEGALLY BLIND and enrolled in your school district or agency as of January 6, 1992. The school district of ATTENDANCE reports each student who is legally blind.

ELIGIBILITY

Students must meet the definition of legal blindness as outlined by the Act to Promote the Education of the Blind: "...central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees."

The registration list should include all individuals who are legally blind and enrolled in an educational program at less than college level, as well as students who are deaf-blind or multihandicapped/legally blind. <u>This list should include every child who is legally blind whether enrolled in a regular class or special education program</u>.

REPORTING

A form must be submitted even if there are no children who are legally blind enrolled. Please mark the form "No Legally Blind Students" and return. Forms with incorrect codes will be returned. Only the codes listed in the general instructions can be accepted.

A written educational plan and a current eye specialist's report must be on file in the district/agency for each registered student. These documents are not to be submitted to APH or ORCLISH, but must be available in the event that an audit requires evidence of the student's educational program or visual acuity. The superintendent's signature on the completed form verifies the existence of these records.

RETURN BY JANUARY 27, 1992

The survey should be returned by January 27, 1992 to:

Ohio Resource Center for Low Incidence and Severely Handicapped
470 Glenmont Avenue
Columbus, Ohio 43214-3292

Registration of each eligible student is extremely important. Please note the attached instructions.

The following are enclosed:
(a) General Instructions
(b) Sample of a completed "Registration of Legally Blind Students" form
(c) Blank form to complete
(d) 1991 Registration (if your district registered eligible students)

Disclosure of this personally identifiable information is authorized under the "Privacy Rights of Parents and Students Act", Part 99.31, Paragraph (a)(4)(i), and "Public Law 94-142", Part 121a.571 (b).

If you have questions regarding these procedures, please contact John T. Johnson at the Ohio Resource Center for Low Incidence and Severely Handicapped, 614/262-6131.

Thank you for your cooperation.

JTJ:sb

Enclosures

pc: Frank New, Director
Division of Special Education

ELIGIBILITY FOR FEDERAL QUOTA REGISTRATION

In order for students to be eligible for registration in the Federal Quota Program, they MUST meet the requirements as outlined in the Act to Promote the Education of the Blind. Students must:

- meet the definition of blindness— "central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees"
- be enrolled in a formally organized public or private, nonprofit educational program of less than college level
- be enrolled with the registering school or agency on the first Monday in January

The educational programs providing services to these students can include public, private, and parochial schools.

There is NO chronological age limit for eligibility. The federal law limits registration to persons working at less than college level, but places no restriction on the ages of eligible students.

Eligibility of Adults. The Board of Trustees of the American Printing House for the Blind, at its 1985 Annual Meeting, approved a resolution which requires that: students in education programs—but not enrolled in grade 12 or below—MUST "have a written individual education plan or other written education plan and be enrolled in and attend, on a regular basis, an instructional program of at least 20 hours of instruction per week. Social and leisure programs do not qualify as instructional programs."

Eligibility of Infants, Preschool Children, and Homebound Students. Eligible infants, preschool children, and homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan.

DEFINITION OF REQUIRED INFORMATION AND REPORTING CODES

MAKE SURE TO USE THE STUDENT'S LEGAL NAME BOTH FOR REGISTRATION AND WHEN ORDERING MATERIALS.

Name of pupil: Report each student's full name in this order: last name then first name (e.g., Doe John).

Please do NOT submit a name with only the initial of the student's first name.

Do NOT use punctuation marks.

Do NOT report middle initial.

Date of birth: Give the student's date of birth in numbers, stating them in this order: month, day, year (e.g., 6-3-1974).

ONLY THE CODES LISTED WILL BE ACCEPTED. PLEASE DO NOT USE OTHER EXPLANATIONS FOR ACUITIES.

Student Grade Placement

Please carefully review the chart of student placement categories below, being certain the placement reported accurately reflects each student's placement. Report the grade placement for each student using the appropriate code shown. Only these codes will be accepted.

Note: Students who exceed school age as determined by respective state law must be registered as Adult Students (Reporting Code "AD").

Grade Placement Categories and Reporting Codes

[This is NOT to include any eligible participants OVER school age]

Reporting Code	Definition of Student Placement Categories
IP	**Infants:** Children of preschool age served by infant programs
PS	**Preschool Students:** Children of preschool age served by preschool programs
KG	**Kindergarten Students:** Children enrolled in kindergarten classes
01...12	**Students of School Age, as determined by state law, in regular academic grades 1 through 12**
AN	**Academic Nongraded:** Students of school age, as determined by state law, who are working to establish grade placement in an academic program (e.g., students who are working to acquire skills necessary for placement in a regular grade)
VO	**Vocational Students:** Students of school age, as determined by state law, who are in vocational training (e.g., students enrolled in a program which is designed to lead to independent employment) This does NOT include multihandicapped students in prevocational programs or classes.
PG	**Post-graduate Students:** Students of school age, as determined by state law, in post-graduate high school programs, studying at less than college level
OR	**Other Registrants:** Students of school age, as determined by state law, who do not fall into any of the above placements (e.g., students in prevocational and other classes for nonacademic students)

ADULT STUDENTS

[This includes ALL eligible participants OVER school age]

Reporting Code	Definition of Student Placement Categories
AD	**Adult Students:** Adults above school age, as determined by state law, in educational programs of less than college level

Note: For the purposes of the Federal Quota Registration, school age is to be determined by the state law of each respective state.

Students in education programs—but not enrolled in grade 12 or below—MUST "have a written individual education plan or other written education plan and be enrolled in and attend, on a regular basis, an instructional program of at least 20 hours of instruction per week. Social and leisure programs do not qualify as instructional programs."

MEASUREMENT OF VISION WITH CORRECTION

Vision measurements performed by an ophthalmologist or an optometrist must be indicated for each student. These visual measurements are to be reported using ONLY THE CODES LISTED BELOW.

Visual measurements must be current within three years. A reasonable exception will be made for persons who are totally blind or whose eyes have been enucleated.

A separate measurement must be given for each eye.

The actual eye report form is not to be submitted to APH, but must be on file with the agency or school in the event that an audit requires evidence of the student's visual measurement.

Measurements should be stated in terms of distance on the Snellen Chart whenever possible. Diseases of the eye and eye conditions are NOT acceptable reporting codes.

Even in the case of a noncommunicative or nonresponsive student, there must be a verification that the student meets the definition of blindness as defined in the instructions.

Vision Measurements and Reporting Codes

Reporting Code	Visual Measurement
Example: 20/200 20/400	Distance vision measurement on Snellen Chart: 20/200 or less with maximum correction
VF and the degree of restriction (e.g., VF 20, VF 6)	Restricted field of 20 degrees or less
CF	Counts Fingers: Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart
HM	Hand Movements: Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart
OP	Object Perception
LP	Light Perception
NIL	Totally Blind

Primary Reading Medium

The primary reading medium is to be reported for each student using the following reporting codes. Only these codes will be accepted.

Primary Reading Media and Reporting Codes

Reporting Code	Primary Reading Medium
V	Visual Readers: Students primarily using print in their studies
B	Braille Readers: Students primarily using braille in their studies
A	Auditory Readers: Students primarily using a reader or auditory materials in their studies
P	Prereaders: Students working on or toward a readiness level (e.g., all infants and preschoolers; older students with reading potential)
N	Nonreaders: Nonreading students; students who show no reading potential; students who do not fall into any of the above categories

Note: All students in infant and preschool programs MUST be reported as prereaders.

COUNTY: FRANKLIN

SCHOOL DISTRICT/AGENCY OF ATTENDANCE: CENTER CITY SCHOOLS

FEDERAL QUOTA
REGISTRATION OF BLIND STUDENTS

FOR PURPOSES OF THE ACT TO PROMOTE THE EDUCATION OF THE BLIND

LIST STUDENTS ENROLLED AS OF JANUARY 6, 1992

****
* RESPONSE REQUIRED BY *
* JANUARY 27, 1992 *
****

PLEASE TYPE

NOTE: All students registered for these purposes must have central visual acuity of 20/200 or less in the better eye with correcting glasses, or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees.

SPECIFY TYPE OF SCHOOL/AGENCY:
_X_ Public School
___ JVS
___ MR/DD Program
___ Private/Parochial School
___ Other _____

IV-12

(SEE INSTRUCTIONS ON ATTACHED SHEETS BEFORE COMPLETING)

OFFICE USE ONLY	STUDENT NAME last name, first name list alphabetically	BIRTH DATE mm-dd-yy	SOCIAL SECURITY NUMBER	STUDENT'S FACILITY OR BUILDING NAME	STUDENT GRADE use reporting codes+	VISUAL MEASUREMENT WITH CORRECTION from current eye specialist's report right eye (OD)	left eye (OS)	PRIMARY READING MEDIUM use reporting codes+	DATE OF LATEST EYE REPORT
	SMITH, JOHN	10-19-82	285-89-7650	PINEDALE ELEMENTARY	03	20/200	20/200	V	1-23-89

SAMPLE

SUPERINTENDENT NAME: Katherine Webster

SUPERINTENDENT SIGNATURE: Katherine Webster *

* An educational plan and eye report are on file for each student listed above.

DATE: 1/12/92

RETURN BY JANUARY 27, 1992 TO:

OHIO RESOURCE CENTER FOR LOW INCIDENCE AND SEVERELY HANDICAPPED
470 GLENMONT AVENUE, COLUMBUS, OH 43214-3292, 614/262-6131

CONTACT PERSON: Sandy Thomas
(for questions about data above)

ADDRESS OF CONTACT PERSON: 123 Rainbow St
Sunny, OH 12345

TITLE: Administrative Asst.

TELEPHONE: (614) 888-4126

+ see enclosed instructions

OHIO'S FEDERAL QUOTA ALLOCATION

Based on Federal Quota Registration of Legally Blind Students

				Legally Blind Students Registered		Allocation		
Fiscal Year	Allocation per Student	Reallocation per Student	Date of Reallocation	Public	Non Public	Public	Non Public	Total
1976	85.57+		7/75-6/76 *	809	12	69,226.13	1,026.84	70,252.97
1976		21.36+	7/76-9/76 *	809	12	17,308.22	256.74	17,564.96
1977	92.84+			924	11	85,787.48	1,021.08	86,808.56
1978	103.83+			902	9	93,659.14	934.51	94,593.65
1979	110.39+			1,146	12	126,513.60	1,324.75	127,838.35
1980	121.71+			1,045	3	127,191.56	365.14	127,556.70
1981	131.88+			1,374	8	181,213.27	1,055.10	182,268.37
1982	123.05+			1.408	10	173,267.90	1,230.60	174,498.50
1983	122.09+			1,342	8	163,851.08	976.76	164,827.84
1983		6.18+	10/82	1,342	8	8,295.95	49.45	8,345.54
1984	113.50+			1,371	6	155,690.92	681.01	156,290.93
1984		5.50+	10/83	1,371	6	7,547.05	33.03	7,580.08
1985	113.28+			1,228	3	139,114.03	339.85	139,453.88
1985		2.10+	10/84	1,228	3	5,585.52	6.31	2,591.83
1986	106.23+			1,278	4	135,766.83	424.94	136,191.77
1986		4.76+	10/85	1,278	4	6,090.24	19.06	6,109.30
1987	103.83+			1.343	14	139,446.26	1,453.65	140,899.91
1987		5.79+	10/86	1.343	14	7,777.79	81.07	7,858.86
1987		5.46+	4/87	1.343	14	7,339.27	76.51	7,415.78
1988	106.48+			1,159	4	123,412.21	425.93	123,838.14
1988		9.09+	10/87	1,159	4	10,537.41	36.36	10,573.77
1988		4.93+	4/87	1,159	4	5,717.77	19.73	5,737.50
1989	108.43+			1,205	8	130,659.74	867.45	131,527.19
1989		4.24+	10/88	1,205	8	5,111.96	33.94	5,145.90
1990	110.76+			1,260	8	139,569.31	886.16	140,455.47
1990		10.76+	10/89	1,260	8	13,566.36	86.14	13,652.50
1990		3.66+	10/89	1,260	8	4,613.35	29.29	4,642.64

* Transition Year - Fiscal Year Changed
Fiscal Year = October - September
Reallocation = Unused funds distributed to each state based upon the number of identified students
\+ An additional fraction of a cent is used in computing the total allocation

Public = Public Schools, County MR/DD Programs, Developmental Centers
Non Public = Private and Parochial Schools

3/92

				Legally Blind Students Registered		Allocation		
Fiscal Year	Allocation per Student	Reallocation per Student	Date of Reallocation	Public	Non Public	Public	Non Public	Total
1991 ·	107.11+			1,341	13	143,637.72	1,392.46	145,030.18
1991		4.16+	10/90	1,341	13	5,580.97	54.11	5,635.09
1991		7.43+	10/90	1,341	13	9,963.89	96.59	10,060.48
1992	107.10+			1411	17	151130.27	1820.85	152951.12
1992		17.78+	10/91	1411	17	25094.84	302.35	25397.19

ocation = Unused funds distributed to each state based upon the number of identified students
+ An additional fraction of a cent is used in computing the total allocation

Public = Public Schools, County MR/DD Programs, Developmental Centers
Non Public = Private and Parochial Schools

MATERIALS REQUEST
1 STUDENT/MULTIPLE TITLES

Request # 22222
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ - _____
Phone ( ) _____ Summer Phone (if different) ( ) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ - _____

Student
Name _____
Facility _____
District _____
County _____ Social Security # ____ - ___ - ____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

1 ❑ Braille ❑ Large Type ❑ Instructional Aid ❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

2 ❑ Braille ❑ Large Type ❑ Instructional Aid ❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____
Author(s) _____
School Year _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

3 ❑ Braille ❑ Large Type ❑ Instructional Aid ❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

SAMPLE

1S/MT-4/92

SEND ORIGINAL TO ORCLISH/KEEP COPY

MATERIALS REQUEST
1 TITLE/MULTIPLE STUDENTS

Request # 22222
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ -
Phone (____) _____ Summer Phone (if different) (____) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ -

❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____

Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

Number of copies of title/item needed? _____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

ORCLISH USE ONLY
Match _____
Tape _____
Alternates _____

Student 1
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 2
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 3
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 4
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 5
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 6
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

SAMPLE

17/MS-4/92

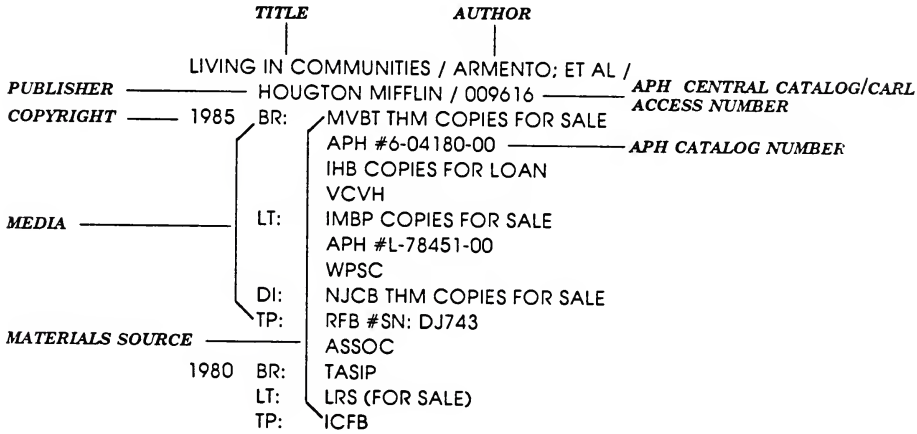
SEND ORIGINAL TO ORCLISH/KEEP COPY

The American Printing House for the Blind (APH) publishes the Central Catalog, a print copy of data listed in the APH-Central Automated Resource List (APH-CARL). This catalog is provided to requestors to help locate large type and braille textbooks.

Titles in the catalog are arranged alphabetically. When looking for a title, look under the series name and individual title. Consider alternative ways the title may be listed.

Articles (a, an, the) have been eliminated when they are the first word of a title in English. For example, The Western Hemisphere is listed under "Western Hemisphere".

SAMPLE TITLE



MEDIA (FORMAT) ABBREVIATIONS

BR = Braille	LT = Large Type
DI = Disk	TP = Tape

MATERIALS SOURCE CODES

* the letters such as MVBT, APH, and IHB indicate the source from whom the book is available; see the complete listing of sources and their codes in the APH Central Catalog

The American Printing House for the Blind (APH) offers special services for the production of large type materials when a title is not listed in the APH Central Catalog, APH-CARL, APH Large Type catalog, or Early Start brochure. ORCLISH may use Federal Quota funds to order the materials for registered students.

LARGE TYPE PRODUCTION FOR TEXTBOOKS

1. requestor contacts APH to be sure the title can be reproduced
2. requestor sends APH two clear, regular print copies of the titles to be produced
3. requestor submits a completed Materials Request form to ORCLISH, indicating the titles sent to APH and checks the box for Early Start
4. ORCLISH will process the request and send APH a Federal Quota order for the titles

PLEASE NOTE

APH obtains copyright permissions for Early Start.

APH stores the textbooks as masters for future orders.

These battery recharging procedures apply only to the GE Audiocassette Recorder/Player.

This equipment comes with a rechargeable battery and attached powercord. The battery can be recharged while it is in the recorder.

TO CHECK THE CHARGE

* allow the recorder to run on the battery for about ten minutes; if the volume drops or the speed slows, the battery needs recharging

TO RECHARGE

1. allow the recorder to continue running on the battery until it stops; the battery is then completely drained
2. plug the powercord into an outlet; leave the powercord plugged in for 16 hours; the rechargeable battery is then recharged

PLEASE NOTE

The recorder should be run on the battery only; use the powercord only when recharging the battery.

The battery needs to be completely drained before attempting to recharge.

With proper care, the battery life is approximately two years.

If the recorder still does not operate properly, it should be sent for repairs (see Equipment Repair on page II-10).

The following is a partial list of resources of materials and services for students with visual disabilities.

EDUCATIONAL SERVICES

Ohio Department of Education
Division of Special Education
933 N High St
Worthington OH 43085
614/466-2650
614/436-9496 (fax)

Ohio State School for the Blind
5220 N High St
Columbus OH 43214-1240
614/888-1325

* residential school

Local school district

TEXTBOOKS

Ohio Resource Center for Low Incidence and Severely Handicapped
470 Glenmont Ave
Columbus OH 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

* serving children with visual disabilities, birth through 21 years
* collection of large type and braille textbooks
* no cost to eligible students
* statewide loan of materials
* sources for locating textbooks in large type and braille

Recording for the Blind Inc
20 Roszel Rd
Princeton NJ 08540
800/221-4792

* audiocassette tapes loaned at no cost (special cassette player needed to play tapes)
* registration fee
* books on disk available for purchase
* printed catalog or catalog on disk available for a fee

TEXTBOOKS (continued)

American Printing House for the Blind Inc (APH)
1839 Frankfort Ave
Box 6085
Louisville KY 40206-0085
502/895-2405
800/223-1839

* large type, braille, and taped materials
* writing equipment
* specialized materials
* catalogs available

Commercial Publishers

* refer to APH Central Catalog for listing

INSTRUCTIONAL MATERIALS

Instructional Resource Center (IRC)
(see Appendix IV-3)

* serving children with disabilities birth through 21 years
* materials loaned for preview
* catalogs available

American Printing House for the Blind Inc
1839 Frankfort Ave
Box 6085
Louisville KY 40206-0085
502/895-2405
800/223-1839

* large type, braille, and taped materials
* writing equipment
* specialized materials
* catalogs available

SUPPLEMENTARY READING MATERIALS, BOOKS, AND MAGAZINES

State Library of Ohio
65 S Front St
Columbus OH 43215
614/462-6897

* large type books and books on tape loaned
* catalogs available

SUPPLEMENTARY READING MATERIALS, BOOKS, AND MAGAZINES (continued)

Local Library

* large type books and books on tape loaned

Talking Book Program
Regional Library for the Blind
and Physically Handicapped
Cleveland Public Library
325 Superior Ave
Cleveland OH 44114
800/362-1262

* library books and magazines on audiocassettes, records, and in braille loaned
* record players and audiocassette players loaned at no cost

Talking Book Program
Cincinnati Regional Library for the Blind
and Physically Handicapped
800 Vine St
Cincinnati OH 45202
800/582-0335

* library books and magazines on audiocassettes, records, and in braille loaned
* record players and audiocassette players loaned at no cost

TAPING SERVICE

Recording for the Blind Inc
20 Roszel Rd
Princeton NJ 08540
800/221-4792

* no cost
* send two copies of book to be taped

Telephone Pioneers Office
6200 E Broad St
Columbus Ohio 43213
614/860-3840

* no cost
* send one copy of book to be taped

SPECIALIZED EQUIPMENT AND MATERIALS

American Printing House for the Blind Inc
1839 Frankfort Ave
Box 6085
Louisville KY 40206-0085
502/895-2405
800/223-1839

* catalogs available

American Foundation for the Blind
15 W 16th St
New York NY 10011
212/620-2000

* catalogs available

Telephone Pioneers Office
6200 E Broad St
Columbus Ohio 43213
614/860-3840

* beeping balls and braille bingo loaned at no cost

TRANSCRIBING SERVICE

Volunteer Braillists
(See Appendix IV-29 and IV-30)

COMPUTER-AIDED BRAILLE EMBOSSING

Braille Processing Center
Ohio State School for the Blind
5220 N High St
Columbus Ohio 43214-1240
614/847-9434

* braille produced from disks

American Printing House for the Blind Inc (APH)
1839 Frankfort Ave
Box 6085
Louisville KY 40206-0085
502/895-2405
800/223-1839

* braille produced from disks submitted from various sources through the Disk Output Transcribing System (APH-DOTS) Project

VOLUNTEER BRAILLISTS

Compiled from responses to a May 10, 1991 memo sent to known braillists by the Ohio Resource Center for Low Incidence and Severely Handicapped

AGENCY	BRAILLIST	CERTIFIED BRAILLIST	COMPUTER AND SOFTWARE USED	AREA OF SPECIALIZATION	COMMENTS
Cleveland Sight Center 1909 E 101 St Cleveland OH 44106 216/791-8118	Marlene Smith, Coordinator	yes	Apple IIe ED-IT Thiel Embosser	Literary, Math, Music, Foreign Language, and Some Tactile Drawings and Maps	Coordinates a group of braillists
De-lighted Helpers Braille Library Gardendale Center 1733 N Gettysburg Ave Dayton OH 45427 513/263-9517	Manuel Begovitch	yes	n/a	Foreign Language (Spanish, French), Science, and Graphs	Contact Geraldine Schooler
	Phyllis Berlo	yes	n/a	Math	Contact Geraldine Schooler
	Joyce Bowser	yes	n/a	English, Reading, Literature, Elementary Science, and Leisure	Contact Geraldine Schooler
	Geraldine Schooler	no	Apple II GS BEX Pro-Braille	Leisure	
NCJW/Aid to the Visually Handicapped 6200 Montgomery Rd Cincinnati OH 45213 513/631-2537	Marilyn Rebhahn 104 Flintwood Dr Marietta OH 45750 614/373-6144	yes	Apple IIe ED-IT	Math, Computer Notation, and Literary	Working on certification in music
	Berenice Schneider 5300 Hamilton Ave 506 Cincinnati OH 45224 513/541-1511	yes	Apple IIc ED-IT	Math	
	Betty Jane Weil 2401 Ingleside 4D Cincinnati OH 45206 513/221-3203	yes	Apple IIc ED-IT	Math	
Toledo Sight Center 1819 Canton Ave Toledo OH 43624 419/241-1183	Jeanette Hrovatich	?	Duxberry WordPerfect 5.0		
Transcribing Services for the Blind	Genevieve Dietz 263 S Lyman St Wadsworth OH 44281-1747 216/335-5285	yes	Apple IIe ED-IT	Foreign Language	
	Isabel Morrison PO Box 202 12871 Kreighbaum Rd Uniontown OH 44685 216/699-3639	yes	n/a	Math	

? = unknown

(over)

AGENCY	BRAILLISTS	CERTIFIED BRAILLIST	COMPUTER AND SOFTWARE USED	AREAS OF SPECIALIZATION	COMMENTS
Transcribing Services for the Blind	Isabelle Prettyman 210 Crescent Dr Akron OH 44301 216/724-2288	yes	n/a	Textbook, Literary, some French, and Proofreading	
	Ruth Sabgir 81 Kenridge Rd Akron OH 44333 216/864-7477	yes	n/a	History and Literary	Unavailable November 1991 through April 1992
	Jane Stubbs 491 Letchworth Dr Akron OH 44303 216/836-5364	yes	n/a	History and Literary	
Vision Center of Central Ohio Inc 1393 N High St Columbus OH 43201 614/294-5571	Beverly Oliver, Coordinator	no	n/a		Contacts a volunteer who oversees non-certified braillists at the Madison Correctional Institution
Workshop for the Visually Handicapped	Mary J Price 9094 Iriquois Trail Negley OH 44441 216/227-9742	yes	n/a	Literary, Nemeth, and Music	
Youngstown Braille Service 125 Village Blvd Canfield OH 44406 216/533-5989	Elizabeth Hepp	yes	n/a	History and Books for Reading	

No agency affiliation	Karla Pagano 86700 Beaver Dam Rd Scio OH 43988 614/269-2405	no	n/a		
	Mary Stodghill 1828 Fulton Rd NW 3 Canton OH 44709 216/454-6333	yes	n/a	Literary: School Readers and Other School Books	

? = unknown

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The fiscal agent ensures equal employment and equal educational opportunities regardless of race, color, creed, national origin, handicap, sex, or age in compliance with state directives and federal recommendations.

Funded through the Ohio Department of Education,
Division of Special Education,
with monies provided through the Individuals
with Disabilities Education Act
Fiscal Agent: Franklin County Board of Education

OHIO
RESOURCE
CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

Serving children with hearing, multiple, orthopedic, and visual disabilities

TO: Requestors of Materials for Students with Visual Disabilities

FROM: John T. Johnson, Consultant

RE: Sources for Materials

DATE: October, 1992

Thank you for inquiring about the services provided by the Ohio Resource Center for Low Incidence and Severely Handicapped (ORCLISH) to students with visual disabilities.

We hope we can provide the items you request either from our inventory of recirculating books or from the American Printing House for the Blind, Inc. (APH) using Federal Quota funds.

Sometimes materials may not be available from our inventory, from APH, or a student does not meet eligibility requirements.

If ORCLISH cannot provide the materials, you will be notified in writing of agencies that may have the items available for purchase, loan, on tape, or may accept brailon, computer paper, or disks in exchange for a copy of the item. These agencies will be listed as a code name, such as *BRBN* for Blue Ridge Braillers, *VBS* for Volunteer Braille Service, and *RFB* for Recordings for the Blind. We will also enclose procedures for requesting paper from ORCLISH if an agency will accept a brailon or computer paper exchange. It is your option to contact the source to make arrangements to get the materials.

Attached is a copy of the complete listing of codes with source names, addresses, and telephone numbers that was reproduced from the 1992 APH Central Catalog.

If you have any questions, please refer to the *Services to Students with Visual Disabilities* manual for information on eligibility, requesting materials, and items ORCLISH may provide, or contact Claire Higdon or Addie Bey at 614/262-6131.

Funded through the Ohio Department of Education, Division of Special Education, with monies provided through the Individuals with Disabilities Education Act
Fiscal Agent: Franklin County Board of Education

AGRM
VISION ENRICHMENT SERVICES
Charis Austin
215 Sheldon SE
Grand Rapids, MI 49503
(616) 458-1187

AIRCB
ALABAMA INSTRUCTIONAL RESOURCE CENTER FOR THE BLIND
Jim Stovall
P.O. Box 698
205 E. South Street
Talladega, AL 35160
(205) 761-3262

AISD
ARLINGTON INDEPENDENT SCHOOL DISTRICT
Ferguson Education Center
Vision Dept., Nancy VanMarter
2315 Stonegate
Arlington, TX 76010
(817) 277-3701

ALHSL
HUNTSVILLE SUBREGIONAL LIBRARY F/T BLIND & PHYSICALLY HANDI.
Joyce Smith
P.O. Box 443
Huntsville, AL 35804
(205) 532-5980

AMER
AMERICAN RED CROSS BRAILLE SERVICE
Von Eulert
707 N. Main
Wichita, KS 67203
(316) 683-6706

APH
AMERICAN PRINTING HOUSE FOR THE BLIND
P.O. Box 6085
1839 Frankfort Avenue
Louisville, KY 40206-0085
(502) 895-2405

ARSB
ARIZONA STATE SCHOOL FOR THE BLIND
P.O. Box 5545
Tucson, AZ 85703
(602) 628-5280

ASSOC
ASSOCIATION, PLEASANT HILLS COMMUNITY UNITED PRESBYTERIAN CHURCH
Annette Brown
Old Clairton Road and
Audrey Drive
Pittsburgh, PA 15236
(412) 655-4379

BAAB
BREVARD ASSOCIATION FOR THE ADVANCEMENT OF THE BLIND
Ethel Schmitt
674 S. Patrick Drive
Satellite Beach, FL 32937
(407) 773-7222

BAK
BRAILLE ASSOCIATION OF KANSAS
Mary Ann Oblinger
P.O. Box 17032
Wichita, KS 67217
(316) 265-6504

BBRS
BRAILLE BOOK REPOSITORY
Patricia Burns
101 Nott Terrace
Schenectady, NY 12308
(518) 377-3436

BCBG
BEACH CITIES BRAILLE GUILD
Jacklyn DeMasters
P.O. Box 712
Huntington Beach, CA 92648
(714) 962-5008

BEBA
BARRETT ELEMENTARY
7605 Division Avenue
Birmingham, AL 35206
(205) 838-7615

BFB
BOOKS FOR THE BLIND OF ARIZONA
Betty Evans
2026 E. Fifth Street
Tucson, AZ 85719
(602) 792-9153

BG
BRAILLE GROUP SISTERHOOD OF
TEMPLE BETH AM
Sue Kahn
4660 Sheridan Drive
Buffalo, NY 14221
(716) 633-8877
(716) 833-7036

BIA
BRAILLE INSTITUTE OF AMERICA
Carol Humanus Braille Dept.
Mary Fitzgerald Tape Dept.
741 North Vermont Avenue
Los Angeles, CA 90029
(213) 663-1111 Ext 266

BMF
BRAILLE ASSOCIATION OF MID-
FLORIDA
Ruth Jean Ostle
1500 Falcon Drive
Orlando, FL 32803
(407) 365-7874

BOISE
BOISE SCHOOLS ADMINISTRATION
PROGRAM F/T VISUALLY IMPAIRED
Michael Anderson
1207 Fort Street
Boise, ID 83702
(208) 338-3655

BOWER
BOWER HILL BRAILLISTS FOUNDATION
Penny Hunt
70 Moffett Street
Pittsburgh, PA 15243
(412) 343-5391
(412) 279-7316

BP
BRAILLE SERVICE, MILE HIGH
CHAPTER
AMERICAN RED CROSS
Vicki Ireland
170 Steele Street
Denver, CO 80206
(303) 399-0550 Ext 164

BRBN
BLUE RIDGE BRAILLERS
c/o Buncombe County Public
Schools
Susan Mooney
175 Bingham Road
Asheville, NC 28806
(704) 255-5989

BSG
SACRAMENTO BRAILLE TRANSCRIBERS
Daphne Kister
2791 24th Street, Rm. 7
Sacramento, CA 95818
(916) 455-9121

BSSC
CLEVELAND SIGHT CENTER
VOLUNTEER BRAILLE SERVICE
Marlene Smith
1909 E. 101st Street
P.O. Box 1988
Cleveland, OH 44106
(216) 791-8118

BSSK
BETH SHALOM SISTERHOOD BRAILLE
COMMITTEE
c/o Sylvia E. Katz
617 W. 101st Terr.
Kansas City, MO 64114
(816) 942-8334

BTG
BRAILLE TRANSCRIBERS GUILD
Muriel Rumsey
1807 Upas Street
San Diego, CA 92103
(619) 298-4219

BTW
BRAILLE/TAPING SERVICE
WASHINGTON LIBRARY F/T BLIND &
PHYSICALLY HANDICAPPED
Theresa Connolly
821 Lenora Street
Seattle, WA 98129
(206) 464-6930

BUCS
BUNCOMBE COUNTY PUBLIC SCHOOLS
Susan Mooney
175 Bingham Road
Asheville, NC 28806
(704) 255-5989

BVI
DIVISION F/T VISUALLY IMPAIRED
Ann Hitchcock
305 W. Eighth Street
Wilmington, DE 19801
(302) 577-3575

CAAHS
ANAHEIM HIGH SCHOOL
Nancy Hillenburg
811 W. Lincoln, Rm. 60
Anaheim, CA 92805
(714) 999-3572

CAAUSD
AZUSA UNIFIED SCHOOL DISTRICT
Resource Room
Janice Aiken
546 S. Citrus
Azusa, CA 91702-0500
(818) 969-2467

CACSMT
CLEARINGHOUSE FOR SPECIALIZED
MEDIA & TECHNOLOGY
P.O. Box 944272
Sacramento, CA 94244-2720
(916) 445-5103

CADDO
CADDO PARISH PROGRAMS F/T
HEARING & VISUALLY IMPAIRED
Ann Bounds
6514 W. Canal
Shreveport, LA 71108
(318) 631-1068

CADJHS
DALE JR. HIGH SCHOOL
Judy Armer
900 S. Dale
Anaheim, CA 92804
(714) 220-4193

CBA
CONNECTICUT BRAILLE ASSOCIATION
Woman's Club Building
Gina Davis
44 Imperial Avenue
Westport, CT 06880
(203) 227-5243

CBA-LT
CONNECTICUT BRAILLE ASSOCIATION
Large Type Division
Anne Murphy
664 Oakwood Avenue
West Hartford, CT 06110
(203) 953-9692

CCPT
SIXTH DISTRICT, CALIFORNIA PTA,
BRAILLE TRANSCRIPTION PROJECT
Peggy Dodge
101 N. Bascom Avenue
San Jose, CA 95128
(408) 298-4468

CCSO
CANTON CITY SCHOOLS PROGRAM
FOR THE VISUALLY IMPAIRED
Barbara Rice
317 Raff Road NW
Canton, OH 44708
(216) 455-1010

CCSS
CATHOLIC CHARITIES
Special Services
Bi-County Center
272 Merrick Road
Lynbrook, NY 11563
(516) 593-4600

CJHT
COLONIAL VISUALLY HANDICAPPED
CENTER
Francis Jones
1360 Colonial Road, Annex B
Memphis, TN 38117
(901) 761-8960

CLBE
CLEVELAND BOARD OF EDUCATION
Room 600 North
Mike Kepic
1380 E. Sixth Street
Cleveland, OH 44114
(216) 574-8531

CLTB
CONFINED LEADING THE BLIND
Wade Merry
P.O. Box 911
Sioux Falls, SD 57117-0911
(605) 339-6777

COPS
COLUMBUS PUBLIC SCHOOLS
Bonnie Frazier
2571 Neil Avenue
Columbus, OH 43202
(614) 365-5205

CPS
AVH-NCJW
c/o Betsy Collins
2355 Iowa Street
Cincinnati, OH 45206
(513) 369-4617
(513) 631-2537

CTRG
CUSTOM TRANSCRIPTIONS
c/o Conchita Gilbertson
636 Caroline Drive
Ruther Glen, VA 22546
(804) 448-3086

DCAP
DARIEN COMMUNITY ASSOCIATION
FOR THE BLIND
274 Middlesex Road
Darien, CT 06820
(203) 655-8554

FBS
FRANCES BLEND SCHOOL
VISUALLY HANDICAPPED OFFICE
Carolyn Lofrano
5210 Clinton Street
Los Angeles, CA 90004
(213) 464-5052

FDBS
FLORIDA DIVISION OF BLIND
SERVICES, Bureau of Library
Services f/t Blind & Phy. Handi.
Dorothy Minor
420 Platt Street
Daytona Beach, FL 32114
(904) 254-3824

FFBC
FOUNDATION FOR BLIND CHILDREN
Chris Tompkins
1201 N. 85th Place
Scottsdale, AZ 85257
(602) 947-3744

FIMC
FLORIDA INSTRUCTIONAL MATERIALS CENTER
Dora Noto
5002 N. Lois Avenue
Tampa, FL 33614
(813) 872-5281

FPMB
FATHER PALMER MEMORIAL BRAILLE SERVICE
Rose Blanchard
Lilac Blind Foundation
1212 N. Howard Street, Rm. 111
Spokane, WA 99201
(509) 325-1442

GAAB
GEORGIA ACADEMY F/T BLIND/LEA #40
Henry Slaughter
2895 Vineville Avenue
Macon, GA 31204
(912) 751-6097

GGUS
GARDEN GROVE UNIFIED SCHOOL DIST.
Billie Zeran
10330 Stanford Avenue
Garden Grove, CA 92640
(714) 663-6466

GRDU
GROSSET & DUNLAP
200 Madison Avenue
New York, NY 10016
(212) 951-8700

HAMM
G.K. HALL
Library Division
Front & Brown Street
Riverside, NJ 08075
(800) 257-5755

HOUG
HOUGHTON MIFFLIN
Reference Division
Laura P. Chesterton
One Beacon Street
Boston, MA 02108
(617) 725-5000

IBSS
IOWA BRAILLE AND SIGHT SAVING SCHOOL
Dotta Hassman
1002 G Avenue
Vinton, IA 52349
(319) 472-5221

ICFB
IOWA DEPARTMENT FOR THE BLIND
Carol Eckey
524 4th Street
Des Moines, IA 50309
(515) 281-7999

IDSL
IDAHO STATE LIBRARY
325 W. State Street
Boise, ID 83702
(208) 334-3220

IDSS
IDAHO STATE SCHOOL F/T DEAF & THE BLIND
Shirley Peterson
14th and Main, Dept. 4
Gooding, ID 83330
(208) 934-4457

IHB
HELEN KELLER BRAILLE LIBRARY
John Heller
320 Fulton Avenue
Hempstead, NY 11550
(516) 485-1234

ILLOL
LLOYD OF LLOYD'S
c/o Robert L. Barnett
129 North Lambert Avenue
Glen Ellyn, IL 60137
(708) 858-8617

IMBP
IVAN MERRITT BRAILLE PROJECT
c/o Lawrence Brown
27268 Highway 21
Angie, LA 70426
(504) 986-3182 Ext 303

INDE
INDIANA EDUCATIONAL RESOURCE CENTER
Leslie Durst
7725 N. College Avenue
Indianapolis, IN 46240
(317) 232-0587

ISB
SERVICES TO THE BLIND
Carol White
P.O. Box 1059
Independence, MO 64051
(816) 833-1000 Ext 460

JBIA
JEWISH BRAILLE INSTITUTE OF AMERICA
Mindy Fliegelman
110 E. 30th
New York, NY 10016
(212) 889-2525

JBU
JOHANNA BUREAU FOR THE BLIND
Edith Weiner
8 S. Michigan Avenue
Suite 300
Chicago, IL 60603-3305
(312) 332-6076

JLB
METROLINA ASSOCIATION F/T BLIND
Mary Klattenhoff
704 Louise Avenue
Charlotte, NC 28204
(704) 372-3870 Ext 125

KCBC
KERN COUNTY SUPERINTENDENT OF SCHOOLS
5801 Sundale Boulevard
Bakersfield, CA 93309
(805) 398-3600

KCJC
KANSAS CITY KANSAS COMMUNITY JUNIOR COLLEGE
7250 State Avenue
Kansas City, KS 66112
(913) 334-1100

KENT
VISUALLY IMPAIRED MEDIA CENTER
K.I.S.D.
Joanna Grant
2055 Rosewood, S.E.
Grand Rapids, MI 49506
(616) 771-2909

KIRC
KANSAS INSTRUCTIONAL RESOURCE CENTER F/T V.I. & BLIND
Jackie Denk
1100 State Avenue
Kansas City, KS 66102
(913) 281-3308

KRMU
OWENSBORO VOLUNTEER RECORDING UNIT
Liz Gray
450 Griffith Avenue
Owensboro, KY 42301
(502) 684-5825

KTLC
KINGS TAPE LIBRARY F/T BLIND
202 West Grangeville Blvd.
Hanford, CA 93230
(209) 582-4843

KVISD
KALAMAZOO VALLEY INTERMEDIATE SCHOOL DISTRICT
Marge Burk
1819 E. Milham Road
Kalamazoo, MI 49002
(616) 381-4620 Ext 235

LBDC
LIBRARY FOR THE BLIND
1313 Sherman
Denver, CO 80203
(303) 866-2081

LBFK
LIBRARY FOR THE BLIND
P.O. Box 818
Frankfort, KY 40602
(502) 875-7000

LBUSD
LONG BEACH UNIFIED SCHOOL DIST.
Prisk School, Rm. 10
2375 Fanwood Avenue
Long Beach, CA 90815
(213) 430-5507

LCHS
LAKE CATHOLIC HIGH SCHOOL
6733 Reynolds Road
Mentor, OH 44060
(216) 951-0077

LHFB
LIGHTHOUSE FOR THE BLIND
Suzette Watson
123 State Street
New Orleans, LA 70118
(504) 899-4501 Ext 213

LRS
LIBRARY REPRODUCTION SERVICE
MICROFILM COMPANY OF CALIFORNIA
1977 S. Los Angeles Street
Los Angeles, CA 90011
(213) 749-2463
(800) 255-5002

LVBG
LEHIGH VALLEY BRAILLE GUILD
Joan Yehl
614 North 13th Street
Allentown, PA 18102
(215) 432-0510

MASS
MASSACHUSETTS ASSOCIATION F/T BLIND
Ruth Lehrer
200 Ivy Street
Brookline, MA 02146
(617) 738-5110

MBLP
INSTRUCTIONAL MATERIALS CENTER
YoungOk Raymond
615 Congress Street
Suite 315
Portland, ME 04101
(207) 773-5372

MBTS
MICHIGAN BRAILLE TRANSCRIBING SERVICE
Ralph Hoffman
4000 Cooper Street
Jackson, MI 49201
(517) 788-7560 Ext 494

MBV
MIDWESTERN BRAILLE VOLUNTEERS
Sue Zahra
325 N. Kirkwood Road, Suite G5
St. Louis, MO 63122
(314) 966-5828

MCOPS
MONTGOMERY COUNTY PUBLIC SCHOOLS
Vision Services Center
5010 Moorland Lane
Bethesda, MD 20014
(301) 657-4955

MDE
VISION RESOURCES LIBRARY
Pat Beckman
341 Mount Auburn Street
Watertown, MA 02172
(617) 727-0500

MISB
MISSISSIPPI SCHOOL F/T BLIND
Christine Palmer
1252 Eastover Drive
Jackson, MS 39211
(601) 987-5572

MOLLFB
LUTHERAN LIBRARY FOR THE BLIND
c/o Mary Holder
3558 South Jefferson Avenue
St. Louis, MO 63118
(314) 965-9000

MOP
MONTEREY COUNTY BRAILLE
TRANSCRIBERS
Margaret Parenti
P.O. Box DF
Pacific Grove, CA 93950
(408) 394-2033

MPL
VOLUNTEER SERVICES F/T VISUALLY
HANDICAPPED, INC.
Marilyn Wise
814 W. Wisconsin Avenue
Milwaukee, WI 53233
(414) 278-3039

MSB
MISSOURI SCHOOL FOR THE BLIND
MATERIALS CENTER
3815 Magnolia Avenue
St. Louis, MO 63110
(314) 776-4320 Ext 32

MSFREE
MS. JUDY FREEMAN
1185 West Laurelton Parkway
Teaneck, NJ 07666
(201) 836-1298

MSLB
LIBRARY OF MICHIGAN
MEDIA CENTER FOR THE
VISUALLY IMPAIRED
PINE AT MAPLE STREET
LANSING MI 48913
517/334-1232

MSSB
COMMUNICATION CENTER STATE
SERVICES FOR THE BLIND
Mary Lou Swiecichowski
1745 University Avenue
St. Paul, MN 55104
(612) 642-0878

MVBT
MOHAWK VALLEY BRAILLE
TRANSCRIBERS
Catherine Hugo
28 Homewood Drive
Clinton, NY 13323
(315) 853-2679

NABM
NORMAN ANDERSON
c/o Maryland School f/t Blind
3501 Taylor Avenue
Baltimore, MD 21236
(301) 444-5000

NATB
NAPERVILLE AREA TRANSCRIBING
FOR THE BLIND
Beverly Pfister
670 N. Eagle Street
Naperville, IL 60540
(708) 420-1863

NAVH
NATIONAL ASSOCIATION FOR THE
VISUALLY HANDICAPPED
3201 Balboa Street
San Francisco, CA 94121
(415) 221-3201

NBA
NATIONAL BRAILLE ASSOCIATION
BRAILLE BOOK BANK
Joan Brown
1290 University Avenue
Rochester, NY 14607
(716) 473-0900

NCHR
STATE OF NORTH CAROLINA DEPT.
OF HUMAN RESOURCES
309 Ashe Avenue
Raleigh, NC 27606
(919) 733-9822

NCSP
BRAILLE TRANSCRIPTION PROJECT OF
SANTA CLARA COUNTY, NORTH BRANCH
Margot McCann
P.O. Box 326
Los Altos, CA 94022
(415) 948-0139

NEOVBS
OMAHA VOLUNTEER BRAILLE SERVICES
c/o Anna Wiesman
9748 Fieldcrest Drive
Omaha, NE 68114-4933
(402) 397-6755

NEWMS
WESTSIDE MIDDLE SCHOOL
VISUALLY HANDICAPPED DEPT.
500 Wing
Kaye Travnicek
8611 Arbor Street
Omaha, NE 68124
(402) 390-8200

NJARC
AMERICAN RED CROSS
ESSEX CHAPTER
106 Washington Street
P.O. Box 838
East Orange, NJ 07019
(201) 676-0800

NJCB
THE MEYER CENTER
NEW JERSEY COMMISSION F/T BLIND
232 Frelinghuysen Avenue
Newark, NJ 07114
(201) 648-2362

NMSL
NEW MEXICO STATE LIBRARY FOR THE
BLIND & PHYSICALLY HANDICAPPED
P.O. Box 1629
Santa Fe, NM 87503
(505) 827-2033

NMSVH
NMSVH MEDIA CENTER NEW MEXICO
SCHOOL F/T VISUALLY HANDICAPPED
Alicia McAninch
1900 North White Sands
Alamogordo, NM 88310
(505) 437-3505

NPBT
NARDIN PARK BRAILLE TRANSCRIBERS
Frances Hoetger
P.O. Box 264
Farmington, MI 48332
(313) 476-4973

NYAB
LIGHTHOUSE INC.
Fran Libowitz
800 Second Avenue
New York, NY 10017
(212) 808-0077
(800) 334-5497

NYBWA
BLIND WORK ASSOCIATION
BRAILLE UNIT
Jane Backus, Coordinator
55 Washington Street
Binghamton, NY 13901
(607) 724-2428

NYJLOM
JOHN LOMBARDO
96 Edwards Place
Valley Stream, NY 11580
(516) 872-8911

NYRCB
NEW YORK STATE RESOURCE CENTER
FOR VISUALLY IMPAIRED
Emily Leyenberger
Richmond Avenue
Batavia, NY 14020
(716) 343-8100

NYSTGH
SERVICE FOR THE BLIND, SISTER-
HOOD TEMPLE GATES OF HEAVEN
Mrs. Nathan Paul
852 Ashmore Avenue
Schenectady, NY 12309
(518) 374-8173

OAK
OAKLAND SCHOOLS
Sandy Patterson
2100 Pontiac Lake Road
Pontiac, MI 48054
(313) 858-2121

OBOL
ONONDAGA BRAILLISTS ORGANIZATION
Jean Henderson
Box 326
Syracuse, NY 13215
(315) 475-6407

OEC
OVERBROOK EDUCATIONAL CENTER
c/o 2201 Cherry Street, #402
Sandra Levinson
Philadelphia, PA 19103
(215) 581-5517

OHRHSVC
ROGERS HIGH SCHOOL
Rm. 260, Vision Center
Cathy Antoszewski
5539 Nebraska
Toledo, OH 43615
(419) 534-5806

OLB
OKLAHOMA LIBRARY F/T BLIND &
PHYSICALLY HANDICAPPED
Gerri Beeson
300 N.E. 18th Street
Oklahoma City, OK 73105
(405) 521-3514

OPS
OMAHA PUBLIC SCHOOLS
Special Education Media Center
Marilyn Adams
3215 Cuming Street, Room 4029
Omaha, NE 68131-2024
(402) 554-6310

ORC
OHIO RESOURCE CENTER
Susan Baughman
470 Glenmont Avenue
Columbus, OH 43214
(614) 262-6131

ORTMC/VI
OREGON TEXTBOOK & MEDIA CENTER
FOR THE VISUALLY IMPAIRED
Vera Farmer
531 Southeast 14th
Portland, OR 97214
(503) 280-5840 Ext 416

OSL
OREGON STATE LIBRARY
Talking Book & Braille Services
State Library Building
Nanc Ripperda
Salem, OR 97310
(503) 378-3849

OSUS
OCEANSIDE UNIFIED SCHOOL DIST.
Program for Visually Impaired
2111 Mission Avenue
Oceanside, CA 92054
(619) 757-9466

PALS
WEST LEISENRING SCHOOL
INTERMEDIATE UNIT #1
Donna Myers
West Leisenring, PA 15489
(412) 437-0702

PBE
PARMA SCHOOLS
Forrest Elementary
Jan Jasko
11800 Huffman Road
Parma, OH 44130
(216) 885-2438

PBTG
PENINSULA BRAILLE TRANSCRIBERS
GUILD
Sue Hedges
340 N. Ellsworth Avenue
San Mateo, CA 94401
(415) 342-1225

PCB
PROSE AND CONS BRAILLE UNIT
Dominic Inzodda
P.O. Box 2500
14th and Pioneer Blvd.
Lincoln, NE 68502
(402) 471-3161 Ext 3373

PCS
PASADENA UNIFIED SCHOOL DIST.
Special Education Dept.
351 S. Hudson Avenue
Pasadena, CA 91109
(818) 795-6981 Ext 35

PFEC
PROGRAMS FOR EXCEPTIONAL
CHILDREN
New Castle Community School
1407 Walnut Street
New Castle, IN 47362
(317) 529-5203

PFVI
PROGRAM F/T VISUALLY IMPAIRED
Toledo Public Schools
Manhattan & Elm Streets
Toledo, OH 43608
(419) 729-8200

PVIK
DODGE CITY PUBLIC SCHOOLS
Program for Visually Impaired
1000 Second Avenue
Dodge City, KS 67801
(316) 227-8002

RBM
READINGS FOR THE BLIND
Emily McSweeney
29451 Greenfield Road
Suite 118
Southfield, MI 48076
(313) 557-7776

RESCS
REGION XX EDUCATION SERVICE CENTER
Anne Silverrain
1314 Hines Avenue
San Antonio, TX 78208
(512) 299-2425

RESCT
REGION IV EDUCATION SERVICE CENTER
Diane Spence
P.O. Box 863
Houston, TX 77001
(713) 462-7708

RFB
RECORDING FOR THE BLIND
20 Roszel Road
Princeton, NJ 08540
(609) 452-0606
(800) 221-4792

RVSWO
ROYALVIEW SCHOOL
Janice Burdett
35100 Royalview Drive
Willowick, OH 44095
(216) 944-3130

SANTA-B
SANTA BARBARA CITY SCHOOLS
723 E. Cota Street
Santa Barbara, CA 93103
(805) 963-4331

SANTA-M
SANTA MONICA HIGH SCHOOL
V.H. RESOURCE ROOM
Cheryl Center-Brooks
601 Pico Boulevard
Santa Monica, CA 90405
(213) 395-6283

SCCB
SOUTH CAROLINA COMMISSION F/T BLIND
Media Center
Norman Verigood
1430 Confederate Avenue
Columbia, SC 29201
(803) 734-7577

SCCC
SOLANO COMMUNITY COLLEGE
ENABLING CENTER
4000 Suisun Valley Road
Suisun City, CA 94585
(707) 864-7000

SCCT
SANTA CRUZ COUNTY TRANSCRIBERS GUILD
Thelma Mims
809H Bay Avenue
Capitola, CA 95010
(408) 476-7140 Ext 319

SCS
NORTHEASTERN NEW YORK
BRAILLE VOLUNTEERS
Patricia Burns
1 Wallace Street
Scotia, NY 12302
(518) 377-3436

SCUS
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
1901 60th Avenue
Sacramento, CA 95822
(916) 454-8011

SDCS
SAN DIEGO CITY SCHOOLS
Visually Handicapped Program
Whittier Center
3401 Clairemont Drive
San Diego, CA 92117
(619) 274-5313 Ext 245

SEIMC
SERVICES F/T VISUALLY IMPAIRED
SPRINGFIELD SCHOOL DIST. #186
Alice Post
444 W. Reynolds
Springfield, IL 62702
(217) 525-3300

SEMCAD
STATE OF WASHINGTON SPECIAL EDUCATION
Alta McLaughlin
14721 Murray Street SW
Tacoma, WA 98439
(206) 589-7843

SEQT
SEQUOIA TRANSCRIBERS
Donna Coffee
P.O. Box 3435
Visalia, CA 93278
(209) 734-4429

SLBS
SPENCERPORT LIONS BRAILLE SERVICE
c/o Becky Cator
129 Stallion Circle
Rochester, NY 14626
(716) 227-1639

SMBN
SPRING MOUNTAIN BRAILLE'RS
Flo McGill
4101 W. Bonanza Road
Las Vegas, NV 89107
(702) 799-4195

SMSH
SHAWNEE MISSION PUBLIC SCHOOLS
District Office, Highlands
Laurel Mace
6200 Roe
Shawnee Mission, KS 66205-3052
(913) 722-1810

SPSB
SELMA PUBLIC SCHOOLS
SELMA CITY SCHOOL BOARD
300 Washington Street
Selma, AL 36701
(205) 874-1600

STAK
MS. KAREN STARCKE
711 Spar Avenue
Beachwood, NJ 08722
(201) 341-3560

TASIP
TECHNICAL ASSISTANCE FOR SENSORY PROGRAMS
Lea Neyfeldt
150 S. Progress Avenue
Harrisburg, PA 17109
(717) 657-5847

TBGS
TEMPLE BRAILLE GROUP
SHOMER EMUNIM TEMPLE
Elaine Hershman
6453 Sylvania Avenue
Sylvania, OH 43560
(419) 472-3634

TBH
TAPING FOR THE BLIND
3935 Essex Lane
Houston, TX 77027
(713) 622-2767

TCBV
TRI COUNTY BRAILLE VOLUNTEERS
Emily Buchman
17889 Bonstelle
Southfield, MI 48075
(313) 559-7112

TEA
TEXAS EDUCATION AGENCY
c/o Texas Dept. of Corrections
Mt. View Unit, Braille Facility
Joyce Hammack
Route 4, Box 800
Gatesville, TX 76528
(817) 865-7226

TESR
TEMPLE EMANU-EL
Carol Reese
#6 Woodhill Road
Birmingham, AL 35213
(205) 933-8037
(205) 879-6744

TMKC
TRANSCRIBING MARINERS
Viola Von Bergen
Box 4232
San Rafael, CA 94913
(415) 507-0433
(415) 332-1836

TSAO
TRANSCRIBING SERVICES F/T BLIND
Allie White
128 Hawk Avenue
Akron, OH 44312
(216) 733-5434

TSD
LINCOLN PARK PUBLIC SCHOOLS
Special Services
3750 Howard
Lincoln Park, MI 48146
(313) 386-4300 Ext 288

TSFB
TEXAS SCHOOL FOR THE BLIND
Diane Nousanen
1100 W. 45th Street
Austin, TX 78756
(512) 454-8631

TU-H
TRANSCRIBING SERVICES SECTION
LIBRARY F/T BLIND & PHYSICALLY
HANDICAPPED
Dept. of Education
402 Kapahulu Avenue
Honolulu, HI 96815
(808) 732-7767

USG
BRAILLE LIBRARY
GARDENDALE CENTER
Geraldine Schooler
1733 N. Gettysburg
Dayton, OH 45427
(513) 263-9517

UTAH
UTAH STATE LIBRARY DIVISION F/T
BLIND & PHYSICALLY HANDICAPPED
Bessie Oakes
2150 S. "300" West
Suite 16
Salt Lake City, UT 84115
(801) 466-6363

VACA
VOLUNTEERS OF VACAVILLE
Robert Plumb
P.O. Box 670
Vacaville, CA 95696
(707) 448-6841

VAV
VISUAL AID VOLUNTEERS
Ina King
617 State Street
Garland, TX 75040
(214) 272-1615

VBRM
VOLUNTEER BRAILLE SERVICES
3730 Toledo Avenue North
Robbinsdale, MN 55422
(612) 521-0372

VBS
VOLUNTEER BRAILLE SERVICE
3935 Macomb Street, N. W.
Washington, DC 20016
(202) 966-5880

VBSI
VOLUNTEER BRAILLE SERVICES, INC.
c/o John Hemphill
P.O. Box 234
Marissa, IL 62257
(618) 295-2055

VBWI
VOLUNTEER BRAILLISTS, INC.
Gail Yu
517 North Sego Road
Madison, WI 53705
(608) 233-0222

VCBT
VENTURA COUNTY BRAILLE
TRANSCRIBERS ASSOC.
c/o Helen Zilmer
381 Sacramento Drive
Ventura, CA 93004
(805) 389-6433
(805) 659-0295

VCUS
VALLEJO UNIFIED SCHOOL
Special Services V.I. Dept.
Joanne Tong
101 Cobb Avenue
Vallejo, CA 94589
(707) 643-0341

VCVH
IMRC/VDVH
Becky Keenan
1901 Roane Street
Richmond, VA 23222
(804) 786-8016

VEGF
VOCAL EYES
c/o Rick Nelson
University of Florida
205 Peabody Hall
Gainesville, FL 32611
(904) 392-1261

VOS-F
VOLUNTEER BRAILLE SERVICE
c/o Royal Palm School
6650 Lawrence Road
Lantana, FL 33462
(305) 967-9090

VPWW
H. WINSHIP WHEATLEY CENTER
VISION PROGRAM, PROGRAMS AND
SERVICES
Ann Bertsch
1200 Ritchie Road
Capitol Heights, MD 20743
(301) 336-8656

VTS
VOLUNTEER TRANSCRIBING SERVICES
Alanah Hoffman
205 E. Third Avenue
San Mateo, CA 94401
(415) 344-8664

VUSD
VISTA HIGH SCHOOL
Paul Farrar
400 E. Bobier Drive
Vista, CA 92084
(619) 726-5611 Ext 4115

WPSC
INSTRUCTIONAL RESOURCE CENTER
F/T VISUALLY HANDICAPPED
Kristine Stauffacher
1700 West State Street
Janesville, WI 53546
(608) 755-2949

WSDE
WYOMING DEPT. OF EDUCATION
Services f/t Visually Handi.
Gayle Lain
Hathaway Building, Room 144
Cheyenne, WY 82002
(307) 777-7415

WSU
TAPE CENTER FOR THE HANDICAPPED
Judy Cantrell
Room 040, Rike Hall
Wright State University
Dayton, OH 45435
(513) 873-3084

WVBP
WEST VIRGINIA BRAILLE PROGRAM
Sheila Waldron
P.O. Box 1
Huttonsville, WV 26273
(304) 335-2291
(304) 335-9933

WVIRC
WEST VIRGINIA INSTRUCTIONAL
RESOURCE CENTER, WEST VIRGINIA
SCHOOLS FOR DEAF AND BLIND
Donna See
301 E. Main Street
Romney, WV 26757
(304) 822-3521

XSB
XAVIER SOCIETY FOR THE BLIND
Ann Murray
154 E. 23rd Street
New York, NY 10010
(212) 473-7800

MATERIALS REQUEST
1 TITLE/MULTIPLE STUDENTS

Request # 53356
Date _____

PRINT OR TYPE

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____-_____
Phone (_____) _____ Summer Phone (if different) (_____) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State _____ Zip _____-_____

❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____

Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

Number of copies of title/item needed? _____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

ORCLISH USE ONLY
Match _____
Tape _____
Alternates _____

Student 1
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 2
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 3
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 4
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 5
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 6
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

MATERIALS REQUEST
1 TITLE/MULTIPLE STUDENTS

Request # 53356
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ - _____
Phone ( ) _____ Summer Phone (if different) ( ) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ - _____

❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____

Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

Number of copies of title/item needed? _____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

ORCLISH USE ONLY
Match _____
Tape _____
Alternates _____

Student 1
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 2
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 3
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 4
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 5
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 6
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

SEND ORIGINAL TO ORCLISH/KEEP COPY

MATERIALS REQUEST
1 TITLE/MULTIPLE STUDENTS

Request # 53357
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ - _____
Phone ( ) _____ Summer Phone (if different) ( ) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ - _____

❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____

Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

Number of copies of title/item needed? _____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

ORCLISH USE ONLY
Match _____
Tape _____
Alternates _____

Student 1
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 2
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 3
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 4
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 5
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 6
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

SEND ORIGINAL TO ORCLISH/KEEP COPY

MATERIALS REQUEST
1 TITLE/MULTIPLE STUDENTS

Request # 53357
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ - _____
Phone ( ) _____ Summer Phone (if different) ( ) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ - _____

❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____

Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

Number of copies of title/item needed? _____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

ORCLISH USE ONLY
Match _____
Tape _____
Alternates _____

Student 1
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 2
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 3
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 4
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 5
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

Student 6
Name _____ County _____
Facility _____
District _____
Social Security # _____ – _____ – _____
Action _____ FQO# _____
TCode _____

MATERIALS REQUEST
1 STUDENT/MULTIPLE TITLES

Request # 50058
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ - _____
Phone ( ) _____ Summer Phone (if different) ( ) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ - _____

Student
Name _____
Facility _____
District _____
County _____ Social Security # ____ - ___ - ____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

1
❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

2
❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

3
❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

SEND ORIGINAL TO ORCLISH/KEEP COPY

MATERIALS REQUEST
1 STUDENT/MULTIPLE TITLES

Request # 50058
Date _____

OHIO RESOURCE CENTER
FOR LOW INCIDENCE AND SEVERELY HANDICAPPED

470 Glenmont Avenue
Columbus, Ohio 43214-3292
614/262-6131 (voice)
614/262-1070 (TDD/fax)

PRINT OR TYPE

Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ - _____
Phone ( ) _____ Summer Phone (if different) ( ) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ - _____

Student
Name _____
Facility _____
District _____
County _____ Social Security # ____ - ___ - ____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

1
❑ Braille ❑ Large Type ❑ Instructional Aid
❑ Early Start ❑ Other _____
Title/Item _____
Publisher _____ Copyright _____
Author(s) _____ Grade _____
School Year _____ APH Catalog # ____ – _____
APH Central Catalog/CARL Access # _____
ISBN# _____

ORCLISH USE ONLY
Action _____ FQO# _____
TCode _____
Match _____
Tape _____
Alternates _____

2
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1 STUDENT/MULTIPLE TITLES

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Requestor
Name _____ Title _____
Facility _____
District _____ County _____
Address _____
City _____ Ohio Zip _____ -
Phone ( ) _____ Summer Phone (if different) ( ) _____

Ship-To ❑ Check if Ship-To Name and Facility are same as Requestor
Name _____
Facility _____
District _____ County _____
Address _____
City _____ State ____ Zip _____ -

Student
Name _____
Facility _____
District _____
County _____ Social Security # ____ - ___ - ____

❑ Send Materials Request forms
❑ 1 Student/Multiple Titles # _____
❑ 1 Title/Multiple Students # _____
❑ Send shipping cards pre-addressed to ORCLISH # _____

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Student
Name _____
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Alternates _____

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MATERIALS REQUEST
1 STUDENT/MULTIPLE TITLES

Request # 50061
Date _____

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Name _____ Title _____
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Student
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Name _____
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Student
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Request # 50062
Date _____

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Student
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